

Filing Instructions / Checklist for PELS:

General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- The application **must** be completed online and printed, or may be typewritten. All hand written applications will be returned.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
All application fees are nonrefundable.

References:

- References are required for both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference and the description of employment should be identical to that defined in Section D of the application; additional pages may be attached if needed.
- When completing reference forms, at least two (2) of the three (3) required, must be registered/licensed in surveying.
- References should correspond with the supervisors listed under item D of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

Verifications:

- Verifications are required for both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board from which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.

Transcripts:

- Transcripts are required for both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.
- If education is not Associates in Surveying Technology or Bachelors in Engineering or Surveying plus 30 semester credit hours in surveying, you must send application with cover letter to Board stating why you feel your education is equivalent.

NCEES Record Book Holders:

- Record Book holders must file the Education Requirement Form (if applicable, see below Checklist).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.

Evidence of Lawful Presence:

- **All applicants**, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A)). Failure to provide this information will delay processing of your application for Board review and registration.

Land Surveyor Applicants:

- In addition to completing the application, references, verifications, transcripts and evidence of lawful presence, you must also complete the Education Requirement Form (if applicable, see below Checklist). This is also required if you have a NCEES Record book.

Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- All deadlines for review fall 2 weeks prior to Board Meetings.
- If at the end of six (6) months from the date of filing an application, the application is not complete, it will be cancelled by the Board for lack of interest.

Checklist:

Surveyor in Training with an Undergraduate degree in Surveying or Engineering:

- ☐ Application
- ☐ Evidence of Lawful Presence
- ☐ Transcripts
- ☐ Education Requirement Form (only for those with the Engineering degrees)

Surveyor in Training with Associates in Surveying Technology:

- ☐ Same as above
- ☐ 3 References (2 of which are Professional Surveyors)

Surveyor in Training with Associate's degree plus 30 semester credit hours in surveying OR Undergraduate degree plus 30 semester credit hours in surveying:

- ☐ Application
- ☐ Evidence of Lawful Presence
- ☐ Transcripts
- ☐ 3 References (2 of which are Professional Surveyors)
- ☐ Education Requirement Form
- ☐ Letter Addressed to Board stating why you feel your education is equivalent.

Professional Surveyor by Exam with Associate's degree in Surveying Technology OR Undergraduate degree in Surveying:

- ☐ Application
- ☐ Evidence of Lawful Presence
- ☐ 3 References
- ☐ Transcripts
- ☐ Verification of FS

Professional Surveyor by Exam with Undergraduate degree in Engineering plus 30 semester credit hours in surveying:

- ☐ Same as above
- ☐ Education Requirement Form

Professional Surveyor by Exam with Associates degree plus 30 semester credit hours in surveying OR Undergraduate degree plus 30 semester credit hours in surveying:

- ☐ Same as above
- ☐ Education Requirement Form
- ☐ Letter Addressed to Board stating why you feel your education is equivalent.

Professional Surveyor by Comity with Associate's degree in Surveying Technology OR Undergraduate degree in Surveying:

- ☐ Application
- ☐ Evidence of Lawful Presence
- ☐ 3 References
- ☐ Transcripts
- ☐ Verification of FS and PLS

Professional Surveyor by Comity with Associates degree plus 30 semester credit hours in surveying OR Undergraduate degree plus 30 semester credit hours in surveying:

- ☐ Same as above
- ☐ Education Requirement Form
- ☐ Letter Addressed to Board stating why you feel your education is equivalent.

Professional Surveyor by Comity with Undergraduate degree in Engineering plus 30 semester credit hours in surveying:

- ☐ Same as above
- ☐ Education Requirement Form (if licensed prior to July 1, 1991, Education Requirement Form is not required).

Professional Surveyor by Comity with NCEES Record Book Established:

- ☐ Application
- ☐ Evidence of Lawful Presence
- ☐ Education Requirement Form (if licensed prior to July 1, 1991, Education Requirement Form is not required).

Checklist:

Engineer in Training:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts

Professional Engineer by Exam:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts
- Ü 3 References (2 of which are Professional Engineers)
- Ü Verification for FE

Professional Engineers by Comity:

- Ü Application
- Ü Evidence of Lawful Presence
- Ü Transcripts
- Ü 3 References (2 of which are Professional Engineers)
- Ü Verification of FE and PE

Professional Engineers by Comity with NCEES Record Book Established:

- Ü Application
- Ü Evidence of Lawful Presence

NONREFUNDABLE
APPLICATION FEE: \$200

APPLICATION FOR PROFESSIONAL ENGINEER/SURVEYOR

Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Name	Date of Application		
Home Address	SS #		
City	State	Zip	DOB
Present Employer	Birthplace		
Business Address	Citizenship		
	Home Phone		
City	State	Zip	Business Phone
Address for correspondence	Home <input type="checkbox"/> Business <input type="checkbox"/> E-mail Address		

A. EDUCATION

Name & Address of Institution	Dates of Attendance	Curriculum	Degree/Date

B. LICENSURE

Anything that does not apply, please leave blank.

First License:	Jurisdiction:	NCEES Exam <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	Written Exam: <input type="checkbox"/>	and/or Oral Exam: <input type="checkbox"/>
Fundamentals (FE) Exam:	Jurisdiction:	NCEES Exam <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	No. Hours	Lic. No.
Principles & Practice (PE) Exam:	Jurisdiction:	NCEES Exam <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	No. Hours	Lic. No.
Fundamentals (FS) Exam:	Jurisdiction:	NCEES Exam <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	No. Hours	Lic. No.
Principles & Practice (PS) Exam:	Jurisdiction:	NCEES Exam <input type="checkbox"/> Y <input type="checkbox"/> N	Date:	No. Hours	Lic. No.

Indicate the branch of Engineering you were examined in: _____

Are you currently licensed in your original jurisdiction of licensure? Yes ☐ No ☐ Jurisdiction: _____ Lic. No. _____

List any additional license or any additional examinations below

Jurisdiction	Date	License No.	Expiration	Jurisdiction	Date	Examination

NAME:

D. Experience Record

E n g a g e m e n t #	Dates: Mo.-Yr. From-To	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was your experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Professional Employment 2. Professional Experience Prior to FE Exam 3. Professional Experience Subsequent to FE and Prior to P.O. Licensure 4. Professional Experience Subsequent to P.O. Licensure 5. Academic Engagement TIME (Start Date) (End Date)	Name, title, and address of person who supervised your work (Preferably a P.O. in your area of practice)
			(1) (2) (3) (4) (5)	

NAME:

D. Experience Record 9B; B99F-B; CB@M

E n g a g e m e n t	Dates: Mo.-Yr. From-To	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was ^} * a^!a * experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Ò} * a^!a * Employment 2. Ò} * a^!a * Experience Prior to FÒ Exam 3. ÁÒ} * a^!a * Experience Subsequent to FÒ and Prior to P.Ò. Licensure 4. Professional Ò} * a^!a * Experience Subsequent to P.Ò. Licensure 5. Academic Engagement TIME (Šā cāā Á [] c@āā āÄ^æ•) (1) (2) (3) (4) (5)					Name, title, and address of person who supervised your ^} * a^!a * work (Preferably a P.Ò. in your area of practice)

NAME:

D. Experience Record 9B; -B99F-B; 'CB@M

E n g a g e m e n t #	Dates: Mo.-Yr. From-To	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was ^} *ā^!ā * experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Ò} *ā^!ā * Employment 2. ÁÒ} *ā^!ā * Experience Prior to FÒ Exam 3. ÁÒ} *ā^!ā * Experience Subsequent to FÒ and Prior to P.Ò. Licensure 4. Professional Ò} *ā^!ā * Experience Subsequent to P.Ò. Licensure 5. Academic Engagement TIME (Šā ¢āā Á [] ¢@āā āÄ^æ•) (1) (2) (3) (4) (5)					Name, title, and address of person who supervised your ^} *ā^!ā * work (Preferably a P.Ò. in your area of practice)

NAME: _____

D. Experience Record **GI FJ9M-B; 'CB@M**

E n g a g e m e n t #		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was surveying experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Surveying Employment 2. Surveying Experience Prior to FS Exam 3. Surveying Experience Subsequent to FS and Prior to P.S. Licensure 4. Professional Surveying Experience Subsequent to P.S. Licensure 5. Academic Engagement TIME (Years to decimal in tenths) (1) (2) (3) (4) (5)					Name, title, and address of person who supervised your surveying work (Preferably a P.S. in your area of practice)
	Dates: Mo.-Yr. From-To							

NAME: _____

D. Experience Record **GI FJ9M-B; 'CB@M**

Engagement #	Dates: Mo.-Yr. From-To	TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was surveying experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Surveying Employment 2. Surveying Experience Prior to FS Exam 3. Surveying Experience Subsequent to FS and Prior to P.S. Licensure 4. Professional Surveying Experience Subsequent to P.S. Licensure 5. Academic Engagement TIME (Years to decimal in tenths) (1) (2) (3) (4) (5)					Name, title, and address of person who supervised your surveying work (Preferably a P.S. in your area of practice)

NAME: _____

D. Experience Record **GI FJ9M-B; 'CB@M**

E n g a g e m e n t #		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF EACH ENGAGEMENT. Make statements concise and explicit, and include magnitude and complexity of work in which engaged and your duties and degree of responsibility. LIST ENGAGEMENTS IN CHRONOLOGICAL ORDER, EARLIEST ENGAGEMENT AS NO. 1. DOUBLE SPACE BETWEEN ENGAGEMENTS. (Do not let description of engagements run into columns for date or time.) LEAVE NO GAPS IN THE CHRONOLOGICAL LISTING OF EXPERIENCE. Explain periods of MILITARY SERVICE, ILLNESS, UNEMPLOYMENT, ETC. The experience record should begin with graduation from a university or the first employment after high school, whether or not it was surveying experience. INCOMPLETE FORMS WILL BE RETURNED.	1. Non-Surveying Employment 2. Surveying Experience Prior to FS Exam 3. Surveying Experience Subsequent to FS and Prior to P.S. Licensure 4. Professional Surveying Experience Subsequent to P.S. Licensure 5. Academic Engagement TIME (Years to decimal in tenths) (1) (2) (3) (4) (5)					Name, title, and address of person who supervised your surveying work (Preferably a P.S. in your area of practice)
	Dates: Mo.-Yr. From-To							

C1. REFERENCES List names and addresses of three licensed professional engineers who supervised your work (individuals listed here should match those sending reference forms).

Name & Address	Position	Jurisdiction of Lic. & Lic. No.

C2. REFERENCES List names and addresses of three licensed professional surveyors who supervised your work (individuals listed here should match those sending reference forms).

Name & Address	Position	Jurisdiction of Lic. & Lic. No.

CODE OF ETHICS-ENGINEER

I hereby subscribe to and agree to exemplify the following Code of Ethics:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Professional Engineer:

1. To act for his client, or employer, in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
3. To attempt to supplant another Engineer after definite steps have been taken toward his employment.
4. To compete with another Engineer for employment by the use of unethical practices.
5. To review the work of another Engineer for the same client, except with knowledge of such Engineer, or unless the connection of such Engineer with the work has terminated.
6. To attempt to give or obtain technical services or assistance without fair and just compensation commensurate with the services rendered.
7. To use the advantages of a salaried position to compete unfairly with other Engineers.
8. To act in any manner or engage in any practice which will tend to bring discredit to the honor or dignity of the engineering profession.

CODE OF ETHICS-SURVEYOR

I hereby subscribe to and agree to exemplify the following Code of Ethics:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Professional Surveyor:

1. A Professional Surveyor should refrain from conduct that is detrimental to the public.
2. A Professional Surveyor should abide by the rules and regulations pertaining to the practice of surveying within the licensing jurisdiction.
3. A Professional Surveyor should accept assignments only in one's area of professional competence and expertise.
4. A Professional Surveyor should develop and communicate a professional analysis and opinion without bias of personal interest.
5. A Professional Surveyor should maintain the confidential nature of the surveyor-client relationship.
6. A Professional Surveyor should use care to avoid advertising or solicitation that is misleading or otherwise contrary to the public interest.
7. A Professional Surveyor should maintain professional integrity when dealing with members of other professions.

Name:

E. QUESTIONS

YES

NO

1. Has any state revoked, reprimanded, or suspended your license?
2. Has any disciplinary action been taken against you?
3. Other than traffic violations, have you ever been convicted of a felony or misdemeanor?
4. Has your original license lapsed?

If the answer to any of the above questions is “yes,” please explain on a separate sheet of paper.

F. AUTHORIZATION AND AUTHENTICITY

THE STATE OF _____)
) SS.

County of _____)

I, _____, being duly sworn, hereby affirm that the statements and information contained in this application are true in every respect to the best of my knowledge.

Signature of Applicant

Subscribed and sworn to before me by _____
this _____ day of _____ 20 ____.

Notary Public

My Commission expires _____

Board Use Only:

Exam given 1st time _____

Grade on examination _____

Exam given 2nd time _____

Grade on exam _____

Exam given 3rd time _____

Grade on examination

Registration Number _____

Date of Registration _____

Education Requirement Form for
Applicants for the LS Examinations

Date: _____

Name: _____

The State Board of Registration for Professional Engineers and Professional Land Surveyors (the Board) and their associated Wyoming State Statutes require that applicants for the Land Surveying (LS) Examinations must meet one of the following three education requirements:

1. Have a bachelor of science degree in a land surveying curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
2. Have a bachelor of science degree in an engineering curriculum accredited by ABET/EAC (or which is deemed by the Board to be ABET/EAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
3. Have an associate degree in surveying technology in a curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) plus four (4) years of combined office and field experience in land surveying, of which two (2) years shall have been in boundary land surveying projects under the supervision of a registered professional land surveyor.

Under which of the three options listed above do you wish to be considered? _____

Name of institution at which you received your degree: _____

Date when you received your degree: _____

For Board Use Only

Accredited Program?

ABET/EAC or ABET/ASAC Equivalent?

Note: The Board will contact ABET to determine the accreditation status of your degree. If it was not accredited at the time you received it, the Board will use the most current ABET/EAC or ABET/ASAC guidelines to determine if your degree is ABET/EAC or ABET/ASAC equivalent. (As an example, the appendix to this document provides the Board's current guidelines for an equivalent Associates Degree in Surveying.)

All applicants must complete the following:

List the specific course(s) and credit hours that you believe fulfill each of the following land surveying subjects.

Core Subjects – Minimum of 22 semester credit hours is needed from this category

Subject	Course(s) and Credit Hours
<p><i>Elementary and Advanced Surveying</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> • care and use of instruments • leveling • traversing • area calculation • earthwork volume calculation • astronomy • note scrivener (scribe) • topographic data acquisition • triangulation • coordinate geometry • photogrammetry • public land survey system • section subdivision • ethics for professional surveyors • global positioning systems 	Minimum of 10 credit hours
<p><i>Office Tasks (Office Practicum)</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> • board drafting • computer aided drafting • map preparation • subdivision drafting and design • data management and analysis 	Minimum of 3 credit hours
<p><i>Route Surveying</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> • P-line/center line establishment • curves – horizontal, vertical, etc. • route types – utility & transportation • construction staking and calculation 	Minimum of 3 credit hours
<p><i>Boundary Law</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> • record research • field search and identification • real property law interpretation • document preparation <ul style="list-style-type: none"> ○ land descriptions ○ maps and plats ○ report of survey 	Minimum of 6 credit hours
<i>Total credit hours for core subjects:</i>	

Elective Subjects – Minimum of 8 semester credit hours is needed from this category, with a maximum of 4 semester credit hours in any one major area

Subject	Course(s) and Credit Hours
<i>Mine Surveying -</i>	
<i>Water and water rights -</i> this subject may incorporate the following: <ul style="list-style-type: none"> · water law · hydrology · hydraulic engineering · hydrographic surveying <ul style="list-style-type: none"> ○ inland water boundaries 	
<i>Geodesy –</i> this subject may incorporate the following: <ul style="list-style-type: none"> · horizontal control surveys and computations · vertical control surveys and computations · geodetic datum · global positioning systems · precise control surveys 	
<i>Cartography-</i> this subject may incorporate the following: <ul style="list-style-type: none"> · map projections · property subdivisions · utility and transportation mapping · geographic information systems 	
<i>Advanced Surveying Courses in subjects not covered above –</i> Some examples: <ul style="list-style-type: none"> · State specific laws · survey data management · site planning 	
<i>Total credit hours in elective subjects</i>	
<i>Total credit hours for both core and elective subjects (must be at least 30 semester credit hours)</i>	

Appendix
Board Guidelines for an equivalent Associates Degree in Surveying
(developed from ABET/ASAC guidelines)

- A minimum of 60 credit hours of college credit
- “A combination of college level mathematics and basic sciences (with a laboratory component) appropriate to the discipline.”
 - Mathematics (8-10 semester credit hours) must include, at least:
 - college algebra
 - college trigonometry
 - technical statistics (e.g. non-business statistics)
 - Basic Sciences (8-10 semester credit hours) must include lab-based courses in at least two of the following areas:
 - physics (preferred)
 - geology (preferred)
 - chemistry
 - biology
- “A general education component that complements the technical content of the curriculum.”
 - English (6-8 semester credit hours), which can include:
 - § composition
 - § literature
 - § public speaking
 - § technical report writing
 - Other (5-8 semester credit hours)
 - § social sciences (e.g. economics, history, political science, psychology, sociology, geography, etc)
 - § humanities (e.g. philosophy, religion, literature, etc)
 - § visual and performing arts (e.g. music, art, theatre, etc)
 - § business and management
- A minimum of 30 semester credit hours in surveying subjects as described on the previous pages.